

N.B. This RFTOP is being issued as a sole source to CCC because it is to continue and complete on-going projects until a competitive process can be conducted. AMR

## **PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS**

TO # NICS-104

TITLE: Network Meeting Support - NEI

**A. POINT OF CONTACT NAME:** Anthony Revenis

Phone: 301- 402-3073

Fax: 301-435-6101

Proposal Address:

6011 Executive Blvd. Rm 529S  
Rockville, MD 20892-7663  
Bethesda, MD 20892-2045

Billing Address:

Accounts Payable, OFM, NIH  
Bldg 31, Room B1B39

**B. PROPOSED PERIOD OF PERFORMANCE:** One year, beginning September 1, 2002

**C. PRICING METHOD:** T & M

**D. PROPOSAL INSTRUCTIONS:** Submit proposals by e-mail to the above POC. A signed task order form should be faxed to the POC.

**E. RESPONSE DUE DATE:** 3 days from receipt of RFTOP.

**F. TASK DESCRIPTION:**

### **LOGISTICAL SUPPORT FOR THE NATIONAL EYE INSTITUTE'S VISION PUBLIC INFORMATION NETWORK ANNUAL MEETING**

#### **Background**

The VISION Information Network for eye institutes and departments of ophthalmology and schools and colleges of optometry is coordinated by the National Eye Institute (NEI) of the National Institutes of Health (NIH). Member institutions appoint a Public Information Officer to work with NEI and the Network to develop an ongoing program to inform and educate the public about the benefits of vision research. Member organizations meet annually, share information, pool resources, and collaborate on programs. The Network also works to inform the public of NIH's mission to improve the health of America through medical research.

#### **Statement of Work**

The purpose of this task is to provide logistical support and management for the National Eye Institute VISION Public Information Network, in either Miami, Florida, or Washington, D.C., in March 2003. The meeting will be 1 \_ days for 80 attendees. The following is a description of the tasks the contractor will perform in support of this conference.

1. Develop a planning timeline, plotting all deadlines for the logistical planning of the meeting.
2. Research site/location for the Network meeting including two site visits.

3. Select site and make arrangements for a meeting facility for approximately 80 people for 1-1/2 day of a 2-day meeting. This includes meeting rooms, food and beverage, and sleeping rooms. Site visits should be anticipated.
4. In consultation with the NEI, recommend a registration fee based on budgets developed for the meeting. Food and beverage items to be covered include one reception, two breakfasts, one or two lunches, one dinner. A registrants' take home item should also be figured into the registration budget.
5. Provide logistical support for the Network Planning Committee. This committee will consist of 15 individuals who will be provided reimbursement for all travel and per diem expenses allowed by the Government travel regulations for a 1-day meeting to be held in major metropolitan city in the central area of the U.S.
6. Make all speaker arrangements including travel, hotel, and audio-visual needs (four speakers).
7. Process and issue payment for all meeting expenses including: deposit to secure meeting facility and AV equipment, and additional meeting facility expenses such as food and beverage, audiovisual equipment, an audiovisual technician, speakers' fees including travel and honorarium for up to four speakers, and other items as determined necessary with the approval of the project officer.
8. Work with the NEI in the development and production of promotional materials, such as a brochure, cover letters, and online registration.
9. Review and update the mailing lists for each meeting. Research, as requested, proper titles, affiliations, and addresses.
10. Mail all promotional materials to target audiences.  
Mailing List: 700 – 1,000
11. Handle pre-registration requirements, including receiving inquiries, disseminating information packets, and accepting registration fees. The contractor must be able to maintain a computerized tracking system containing all pertinent information on conference participants. Provide registration reports (list of registrants and fees received). These reports will be provided monthly until 4 weeks prior to the meeting. At that time the reports will be generated weekly.
12. Work with the NEI on the development of program materials and an evaluation form to identify future requirements and/or improvements regarding the agenda and logistical arrangements for the meetings. Tabulate results.
13. Provide meeting supplies, such as nametags, signage, nameplates, and other identifiers, note pads and pencils, etc. Produce all meeting materials and ship to conference site.
14. Prepare and mail confirmation letters.
15. Provide two staff member to attend meeting to assist with registration and logistics.
16. Reproduce and distribute post-conference materials to attendees, as required.
17. Prepare and submit weekly progress reports.

18. Prepare financial reports on a monthly basis until four weeks out from the conference date and at that time reports will be prepared on a weekly basis. Report shall cover income from registrations and expenses from meeting planning and production. Provide an itemized list of expenses with the monthly invoice. Any items over or under budget shall be discussed with NEI. Prepare and submit to the NEI, within 10 working days following the conclusion of the conference, a final report listing; meeting title, dates, place, a brief description of the substance of the meeting, a copy of program materials, and a list of speakers and registered participants. Accompanying this should be a detailed description of all services provided and problems experienced.
19. Prepare and submit, within 10 working days following the meeting, a final financial report.
20. Revise and update mailing lists and directories as necessary after meeting.

The NEI, working in cooperation with the annual planning committee, will be responsible developing the program agenda.

Task Leader

Jean Horrigan  
Senior Communications Specialist  
Office of Health Education and Communication  
National Eye Institute  
National Institutes of Health  
31 Center Drive MSC 2510  
Bethesda, MD 20892-2510  
301-496-5248  
FAX 301-402-1065

**G. Deliverables:**

- Research and book meeting facilities and sleeping rooms (include two site visits);
- Develop and maintain a timeline;
- Arrange all audio-visual requirements including a technician
- Select and supervise all food and beverage arrangements
- Make all speaker travel arrangements (six speakers)
- Develop and recommend conference registration fee;
- Design and print promotional materials, e.g., hold the date post-card brochure, cover letter, and on-line registration, registrants meeting item;
- Mail promotional materials;
- Design and print meeting signage;
- Assist in the development and production of meeting materials;
- Develop a meeting evaluation form and summarize findings;
- Process registrations and registration fees and submit registration status reports;
- Produce name badges, name tents, attendee and committee sign-in sheets, and other materials;
- Ship meeting materials to site;
- Provide two staff member for on-site registration and meeting management including attending planning committee conference calls.
- Prepare a final financial and registration report;
- Update mailing list based on changes submitted prior to and after meeting;
- Provide itemized list of expenses and / or invoices with the monthly invoice.

## **H. EVALUATION FACTORS**

- **RELATED EXPERIENCE:** Contractor must show directly related experience with the VISION Public Information Network and NEI.
- **STAFFING:** Qualifications of personnel and their ability to perform the work will be evaluated.
- **COST:** While price is not the most important evaluation factor, proposed prices will be considered when selecting the firm that represents the best value to the Government.

TO # NICS-104                      TITLE: Network Meeting Support - NEI  
PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0\_\_\_\_\_

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method: T&M

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR: \_\_\_\_\_  
Signature Date

---

**SOURCE SELECTION:**

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED  
THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE  
PRICE/COST IS REASONABLE.

Billing Reference # \_\_\_\_\_

Appropriations Data: \_\_\_\_\_

(ATTACH OBLIGATING DOCUMENT IF AN ROC WILL NOT BE USED.)

RECOMMENDED: \_\_\_\_\_  
FAX # Signature - Project Officer Date

APPROVED: \_\_\_\_\_  
FAX # Signature - Contracting Officer Date

**NIH APPROVAL -**

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR  
ESTIMATED TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF  
THE CONTRACTING OFFICER & ICS COORDINATOR

APPROVED: \_\_\_\_\_  
Signature –Anthony M. Revenis, J.D., NIH-ICS Coordinator Date